

**JOHN DEUTSCH INSTITUTE FOR THE  
STUDY OF ECONOMIC POLICY, QUEEN'S  
UNIVERSITY**

**Style Guide for John Deutsch Institute**

- Left margin = 2", Right Margin = 2", Top margin = 1.70", Bottom Margin = 1.70"
- the text, I use 11 font; indented quotes, use 10 font; and footnotes and references, use 10 font
- font = Times New Roman
- use footnotes, as opposed to endnotes

**STYLE SHEET FOR PUBLICATIONS**

Use Canadian spelling - based on the 1999 version of *Canadian Oxford Dictionary*.

Punctuation appears **outside** quotation marks.

For abbreviations, use periods only for United States (U.S.), otherwise, UK, UN, UI, BC, DC, EU, PEI, PhD, etc.

Use *italics* for *inter alia*, *a priori*, *ex post*, *ex ante*, *prima facie*, *et al.*, *Ceteris paribus*, *laissez-faire*, *quid pro quo*, *pro forma*. **Not *ibid.***

**REFERENCES**

Use author-date text references with complete Reference list.

In text, (author, date, p. #) (Jones, 1998; Smith, 1999; Brown, 1957) (Jones, 1990a, b, c) (Doe, 1990, 1998) Smith (1999); Jones (1998); Brown (1957)

**Reference List:**

Multiple entries from the same author should be in chronological order.

Last Name, First name or initial (date), *Book Title* (Place: Publisher's Name).

Last Name, First name or initial (date), *Title of Paper*, *Journal Title* Vol. (No.), full page numbers. E.g., 136-189.

Last Name, First name or initial (date), *Title of Chapter*, in Editor(s) name (ed. or eds.), *Title of Book* (Place: Publisher's Name).

Last Name, First name or initial (date), *Title of Paper*, Working Paper No. (Place: Institution)

Last Name, First name or initial (date), *Title of Paper*, Name of Series (Place: Publisher's Name).

### **SERIES, Examples:**

Author (date), *Title* (Kingston: IRC Press, Queen's University).

Author (date), *Title* (Kingston: John Deutsch Institute, Queen's University).

Author (date), *Title* (Ottawa: Analytical Studies Branch, Statistics Canada).

Author (date), *Title*, Bell Canada Papers on Economic and Public Policy (Kingston: John Deutsch Institute, Queen's University).

Author (date), *Title*, Research Paper (Discussion Paper) (City: Publisher). These are set up this way if they have been published.

### **PAPERS, Examples:**

Author (date), *Title*, Working Paper No. (City: Department, University or Government Dept).

Author (date), *Title*, unpublished paper (City: Department of University, University).

Author (date), *Title*, unpublished PhD dissertation (City: Department, University).

Author (date), *Title*, NBER Working Paper No. 3397 (Cambridge, MA: National Bureau of Economic Research).

Author (date), *Title*, *Name of Newspaper*, month, day, p. .

*Newspaper* (date), *Title*, month, day, p. .

### **GENERAL NOTES**

(Ottawa: Supply and Services Canada)

Block quotes: period is after words, before brackets. No punctuation after brackets:

.....the end. (Date)

No comma before &= in a series.

Non-

In text: (i) (ii) or (a) (b).

In lists: 1. 2. 3. Or bullets.

## HEADING LEVELS

1. 14 font, bold upper/lower case.
2. 13 font, italics upper/lower case.
3. 11 font, italics run on. *Example.* The text as it reads.

TABLES in Appendix should be A1, A2, etc. In text: TABLE 1: Title.

## SPELLINGS

focused

worldwide

pre-empt

formulas

aboriginal (adj) Aboriginal peoples

debt/GDP or debt-to-GDP ratio

Website

database, data set

decision making, decisionmakers

Value-added

zero-sum game

benefited, targeted,

judgement,

towards

nation building, nation-wide, worldwide

aboriginal (adj) Aboriginal peoples

*Keiretsu*

Socio-economic

Workforce, workweek

(FPS) five-province standard

debt/GDP or debt-to-GDP ratio

non-